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Dental

MANAGING AIR FORCE DENTAL SERVICES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 374 DS/SGD (SMSgt J. W. Neumann)
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This instruction establishes the responsibilities, policies, and procedures for providing dental care at Yokota Air Base (AB). The provisions of this instruction apply to all organizations and individuals assigned to Yokota AB and other authorized personnel requesting dental care at this installation. This instruction does not apply to Air Force Reserve or National Guard units or members. This instruction implements AFPD47-1, *Dental Services*.

SUMMARY OF REVISIONS

New or revised material is indicated by a (|).

1. Responsibilities.

1.1. The 374th Dental Squadron Commander (374 DS/SGD) will:

- 1.1.1. Manage base dental services and provide facilities and treatment programs to maintain the oral health of personnel authorized treatment at Yokota AB.
- 1.1.2. Appoint a noncommissioned officer to manage enlisted and other ancillary personnel.
- 1.1.3. Be responsible to the 374th Medical Group Commander (374 MDG/SG) and major command (MAJCOM/SGD) for proper conduct and operation of base dental activities.

1.2. Organization commanders will:

- 1.2.1. Ensure assigned personnel meet scheduled appointments to ensure each member's readiness status and minimize broken or canceled dental appointment.
- 1.2.2. Ensure compliance with the Air Force Dental Readiness Assurance Program (AFDRAP) per AFI47-101, *Managing Air Force Dental Services*, and AFMAN36-2125V8, *Personnel Data System - Civilian (PDS-C) User Manual*.

2. Priorities for Dental Care.

2.1. Beneficiaries. Dental care will be provided to the following categories of eligible beneficiaries in the order shown:

2.1.1. All eligible beneficiaries with dental emergencies (defined as; care rendered for humane reasons to relieve severe debilitating pain, acute septic conditions, painful injuries to the oral structures, blockage of the airway, or uncontrolled bleeding or other life threatening situations).

2.1.2. Active duty personnel in dental class 3 and 4 (see AFI47-101, paragraph A9.3 and A9.4).

2.1.3. Active duty personnel on flying status, special operations duty (missile crew members, controllers, and space operations personnel), and mobility, and personnel selected for remote or isolated duty.

2.1.4. All other active duty personnel.

2.1.5. Family members of active duty military personnel.

2.1.6. Retired military personnel and their family members.

2.1.7. Department of Defense (DoD) and Department of State civilian employees and their family members.

2.1.8. Other personnel per AFI41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)*.

3. Types of Dental Care.

3.1. Routine Dental Care. An initial dental examination is needed before any routine dental appointments are made. This is to determine individual patient needs and to allot the proper amount of time for treatment.

3.1.1. Active duty personnel must receive an annual periodic dental examination to assess each member's readiness status. When notified by the dental clinic, each Unit Health Monitor will coordinate scheduling of appointments per AFMAN36-2125V8. Commanders and Unit Health Monitors will be notified of all broken appointments. Identified treatment needs will be scheduled after the periodic dental examination.

3.1.2. Non-active duty personnel are authorized dental care at Yokota AB and should call to schedule an examination appointment.

3.2. Emergency Dental Care:

3.2.1. Dental patients with emergencies may report to dental sick call held at the dental clinic at 0730 or 1230 hours during normal duty days.

3.2.2. After hour emergencies report to the emergency room.

4. Appointment Procedures and Policies.

4.1. Scheduling Appointments. All routine dental care will be scheduled in advance. Scheduling can be done in person or by contacting the dental clinic at 225-3670. All appointments are considered mandatory formations. Pay patients are DoD and Department of State civilian employees and their

family members. They can be seen for space available care and may call for an appointment or sit and wait stand-by.

4.2. Canceling Appointments. Cancellation of appointments should be made at least 24 hours in advance whenever possible. Cancellations may be done in person or by contacting the dental clinic by phoning 225-3670. Prior to canceling appointments for active duty personnel in dental health class 3, a 374 DS representative will contact the individual's first sergeant or commander for approval.

4.3. Missed Appointments. Missed appointments are considered broken appointments. Patients who habitually break scheduled appointments waste valuable patient treatment time and compromise their dental health. Unit commanders are notified of those patients missing their dental appointments.

4.3.1. If a patient is more than 10 minutes late for their appointment, they are considered a no-show and that appointment may be given to another patient to maximize available patient treatment time.

5. Treatment of Minors.

5.1. Parent or Legal Guardian. A parent or legal guardian must accompany children under the age of 17 years old that are receiving dental treatment. The only exception is when a parent or legal guardian opts to sign a "Parent Authorization for Dental Care" statement for children age of 13-17. This letter is available at the dental clinic front desk. After examination and discussion of the proposed treatment plan with the examining dentist, the child will be authorized to receive routine, non-surgical dental care without the presence of their parent or guardian.

6. Worldwide Qualification.

6.1. The AFDRAP seeks to keep all military personnel in optimal oral health in order to maintain qualification for worldwide duty. Optimal oral health is defined as dental health class 1 and 2. Unit commanders should cooperate with Dental Services to ensure personnel are worldwide qualified before deployment or before they are sent remote to temporary duty. The Dental Clinic will manage programs to ensure personnel are not deployed if they are not qualified. Management of personnel not worldwide qualified may require action up to and including physical profiling action.

7. Family Member Overseas Dental Clearances.

7.1. Family members of active duty personnel who have permanent change of station (PCS) assignment to an overseas location must receive a dental clearance prior to departure. A clearance can be obtained by calling the dental clinic for an appointment at 225-3670.

7.2. Family members with significant dental defects who are determined to be in dental readiness classification 3 should give consideration to delaying their departure until such dental conditions are corrected.

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